

# LABORATORY RULES & PROCEDURES

## PERSONAL PROTECTION EQUIPMENT TO BE WORN

- **Closed in shoes must be worn at all times.**
- **Long hair must be tied back.**
- **Students must wear lab coats (or aprons) and safety glasses** during experiments involving chemicals or heating equipment and at other times as required.

## SAFETY CONDUCT

- Only enter Laboratory if teacher is present.
- Enter and exit Lab in an orderly manner. (Do not run or push.)
- Preparation rooms are strictly out of bounds to all students.
- No school bags, food, drink, lip gloss in Laboratory.
- Listen to all instructions and read the directions carefully before starting any experiment.
- Think before you act and ask for assistance if unsure about an experimental procedure.
- You must not leave your group's area during a practical, except to see your teacher.

## USE OF EQUIPMENT

- **DO NOT use equipment unless you have been instructed in the safe use and operation by the Science Teacher.**
- Gas taps and electrical equipment should only be handled when needed, and then with great care.
- Students should know the location of the first aid kit, fire blanket and eye wash stations.
- Any injuries or breakages must be reported to the teacher immediately. Broken glassware is to be placed into the "glass only" bin provided.

### **Bunsen Burners:**

- To light the burner, ensure the holes on the collar of the burner are CLOSED, light a match and then turn on the gas at the tap.
- During an experiment, adjust the burner to the yellow safety flame when not in use.
- After an experiment, adjust the burner to the yellow safety flame before turning off at the gas tap.

### **Heating substances:**

- Always use the test tube holder when heating substances in a test tube and slant the test tube away from your body and other nearby students.
- Always use a heat proof mat under Bunsen burners and all hot objects.
- Allow sufficient time for hot apparatus to cool before handling.

## USE OF CHEMICALS

- DO NOT taste the chemicals.
- Test the odour of gases by wafting the vapour carefully towards you with your hand.
- Always check labels before using chemicals and do not use unlabelled bottles.
- Used chemicals must not be returned to jars or bottles.
- Use the recommended amount of chemicals only.
- Never hold jars, bottles or test tubes by the lid or stopper.
- Handling of concentrated solutions of corrosive chemicals (e.g. acids) should only occur under close supervision of a teacher or lab assistant.

## HOUSEKEEPING

- **Wipe the benches and leave lab clean and tidy.**
- Rinse all equipment and return to the correct storage location or wash-up tray as required.
- Leave sinks rinsed, clean and free of rubbish.
- Solid waste (e.g. filter and litmus papers) should be placed in the bin at the front of the lab and never in the sinks.
- Chemical solid waste should be placed in the solids bucket next to the sink at the back of the lab.
- **Wash your hands** before leaving the Laboratory.

Students who choose to work outside these guidelines may be excluded from practical work for a time determined by the Science teacher and the Science Co-ordinator.